

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Superintendent of Schools

QUALIFICATIONS:

- At least ten years' successful experience in teaching and administration preferred
- Proper certification as required by the Mississippi Educator Licensure Department
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: SCCSD School Board

SUPERVISES: Employees of SCCSD

JOB GOAL: As the Chief Executive Officer of the school system, the Superintendent is responsible for the overall administration of the system within the framework of policies and regulations established by the State Department of Education, by order of the Fifth Circuit Court of Appeals, and the local Board of Trustees. In the performance of his/her duties, the Superintendent is responsible to the Board of Trustees.

PERFORMANCE RESPONSIBILITIES: Section 37, Chapter 19 and certain items of Chapter 9 of the Mississippi Code of 1972, and policies of the Board of Trustees, established the following powers and duties of the Superintendent of Schools. They are:

- To be chief executive administrative officer and professional advisor to the Board of Trustees
- To manage and direct the Sunflower County Consolidated School District in accordance with the policies and programs of the Board of Trustees
- To recommend for appointment, promotion, transfer, retirement and removal and other personnel action required by law with regard to all teachers and other employees in the school system consistent with state law and the policies and programs adopted by the Board of Trustees. It is further the responsibility of the Superintendent to annually evaluate all personnel of the school district consistent with the policies of the Board of Trustees.
- To prescribe, control and correlate the courses of study, textbooks, and educational apparatus and equipment, consistent with the school laws of the state and policies and programs adopted by the Board of Trustees
- To prepare and issue rules and regulations for the administration and execution of the policies, plans, and programs adopted by the Board of Trustees
- To prepare the annual budgets and revisions thereto for approval by the Board of Trustees as well as approve and direct all expenditures within the appropriations adopted by the Board
- To make purchases and prepare contracts subject to the limitations of state law and such policies as may be prescribed by the Board of Trustees

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- To prepare for approval by the Board of Trustees salary schedules for teachers and other employees of the school district
- To prepare for approval by the Board of Trustees plans for constructing, renovating school buildings and other school facilities as well as a school architect who will assist the Superintendent with the preparations of such
- To prepare for approval by the Board of Trustees the annual school calendar
- To continuously study the long-range needs of the school district and to prepare reports to the Board of Trustees regarding these needs
- To develop and implement a rigorous public relations program designed to interpret the mission of the school district to the citizens of The Sunflower County Consolidated School District
- To exercise such other powers and to perform such other duties not inconsistent with other general laws as may be prescribed by the Board of Trustees

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)